

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 1 October 1957

FROM : Chief, Orientation Faculty, IS

SUBJECT: Weekly Activities Report #40, 25 September - 1 October 1957

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1. Significant Items:

Nothing to report.

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2. Other Activities:

a. Intelligence Orientation #14 began Monday, 30 September, with [ ] students, [ ] of whom are JOT's.

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b. An innovation in the present running is the showing of three films during the luncheon period. Two of the films are on area subjects which supplement area survey lectures; the third is an Air Force film on the Intelligence Process.

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c. On Friday, 27 September, [ ] conferred with [ ] on the proposed orientation course to be given support personnel at [ ] Tentative dates were set for the first running of the course, subject to coordination with the School of International Communism. All agreed that the proposed schedule was suited to the purpose.

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d. Fundamentals of Intelligence, a new training study, written by [ ] with the advice and assistance of the IO staff was mimeographed and is being used in this running of the course. It is planned to publish it eventually in manual form.

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e. A new lecturn was installed in the auditorium for the current running of IO, as the first item in a program to improve the facilities and physical appearance of the area. Battered desks will be replaced and the floor will be cleaned and waxed.

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3. Personnel Notes:

a. [ ] became the father of his fourth child, a boy, on Monday, 30 September, at 2 a.m. Mother, father, and child are doing well.

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b. [ ] was on annual leave 26 and 27 September.